

Study of the U.S. Institute
 Insert Title
 Year One Detailed Budget
 Insert Applicant Name

Choose one of the following:
 Journalism and New Media
 Local, Federal, and State Public
 Policymaking

Description		Calculations	2014 ECA Funds Requested	2014 Cost-Share	2014 Total Budget
ADMINISTRATIVE COSTS					
Direct Expenses					
<div>Administrative costs include staff, direct, and indirect expenses. Please see RFGP Section VI.2 for a list of applicable Office of Management and Budget (OMB) Circulars.</div>					
Staff Costs					
Salaries					
	Staff Name/Title	Base Salary	% of Time	Cost of Staff Salary	
	Staff 1			\$ -	\$ -
	Staff 2			\$ -	\$ -
	Staff 3			\$ -	\$ -
	Insert or delete lines as needed			\$ -	\$ -
Benefits					
	Staff Name/Title	Base Fringe	% of Time	Cost of Staff Fringe	
	Staff 1			\$ -	\$ -
	Staff 2			\$ -	\$ -
	Staff 3			\$ -	\$ -
	Insert or delete lines as needed			\$ -	\$ -
Other Direct Expenses					
<div>Telephone, fax, postage, copying, printing, office supplies, etc. not accounted for in Indirect Costs.</div>		Expense 1			\$ -
		Expense 2			\$ -
		Expense 3			\$ -
		Insert or delete lines as needed			\$ -
Subtotal Direct Expenses			\$ -	\$ -	\$ -
Indirect Costs					
Subtotal Indirect Costs					
TOTAL ADMINISTRATIVE COSTS			\$ -	\$ -	\$ -

PROGRAM COSTS						
General Program Costs						
<div>Costs that do not vary by number of participants</div> <div>Except for special circumstances, honoraria for speakers who are not being compensated on a salaried basis should not exceed \$250/day, per speaker. Special circumstances should be explained in the budget narrative and are subject to ECA approval.</div>						
Honoraria						
Speaker Name	Daily Rate	# of Days	Honorarium Costs			
Speaker 1			\$	-	\$	-
Speaker 2			\$	-	\$	-
Speaker 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Lodging Per Diem for Guest Speakers – where applicable						
Speaker Name	Per Diem Rate	# of Days	Speaker Per Diem			
Speaker 1			\$	-	\$	-
Speaker 2			\$	-	\$	-
Speaker 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Meals and Incidentals Per Diem for Guest Speakers – where applicable						
Speaker Name	Per Diem Rate	# of Days	Speaker Per Diem			
Speaker 1			\$	-	\$	-
Speaker 2			\$	-	\$	-
Speaker 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Educational Materials						
Item Type	Cost Per Item	# of Item	Item Cost			
Item 1			\$	-	\$	-
Item 2			\$	-	\$	-
Item 3			\$	-	\$	-
Insert or delete lines as needed			\$	-	\$	-
Web Hosting						
<div>Costs associated with publishing the institute website – not to include salary for the webmaster, which should be included under administrative costs above.</div>					\$	-
Ground Transportation					\$	-

Participant airport transfers, bus or van rentals, taxis, etc.

Welcome/Farewell Events							
Two events, max \$45/person with a 2-1 ratio of guests to participants, are allowable for direct U.S. government support.	Event Type	Cost/Participant	# of Participants	Event Cost			
	Event 1			\$ -		\$ -	
	Event 2			\$ -		\$ -	
	Insert or delete lines as needed			\$ -		\$ -	
University Staff Escort Lodging Per Diem							
Please provide the name of the per diem location.	City	Per Diem Rate	# of Escorts	# of Nights	Per Diem Cost		
	City 1				\$ -	\$ -	
	City 2				\$ -	\$ -	
	City 3				\$ -	\$ -	
	Insert or delete lines as needed				\$ -	\$ -	
University Staff Escort Meals and Incidentals Per Diem							
Please provide the name of the per diem location.	City	Per Diem Rate	# of Escorts	# of Days	Per Diem Cost		
	City 1				\$ -	\$ -	
	City 2				\$ -	\$ -	
	City 3				\$ -	\$ -	
	Insert or delete lines as needed				\$ -	\$ -	
<div> <div>DC Briefing</div> <div>Recipients must attend a briefing at the State Department, tentatively scheduled for mid-April. Generally, the Academic and Administrative Directors should both attend.</div> </div>							
	Item	Cost/Rate	# of Staff	# of Days	Subtotal Cost		
Please include \$100 to pay for participant refreshments during your visit to the Department of State at the close of the Institute.	Airfare		n/a		\$ -	\$ -	
	Lodging				\$ -	\$ -	
	Meals and Incidentals				\$ -	\$ -	
	Follow-on Activities					\$ -	
	Incidental Expenses for DoS Debriefing					\$ -	
Subtotal General Program Costs					\$ -	\$ -	\$ -

We suggest you budget up to \$5000 of ECA funds for this line item. The budget narrative should explain planned use of funds while retaining maximum flexibility by indicating that the funds will be used "for activities including, but not limited to" your planned activities.

Per Participant Program Costs

Total per diem rate (lodging, meals and incidentals) may not exceed established U.S. government per diem rates. While on-campus and study tour housing costs may well fall below USG rates, where feasible, each participant should receive the maximum U.S. government established allowance for meals and incidental expenses for each location throughout the program. U.S. government per diem rates may be found online at the following site: www.gsa.gov/perdiem

Academic Residency Per Diem

Item	Cost/Rate	# of Participants	# of Nights/Days	Subtotal Cost		
Lodging				\$ -	\$ -	-
Meals and Incidentals				\$ -	\$ -	-

Tour Lodging Per Diem By City

In order to keep costs down, organizers may wish to house two participants of the same gender in each room.

Please provide the name of the per diem location.

City	Per Diem Rate	# of Participants	# of Nights	Per Diem Cost		
City 1				\$ -	\$ -	-
City 2				\$ -	\$ -	-
City 3				\$ -	\$ -	-
Insert or delete lines as needed				\$ -	\$ -	-

Tour Meals and Incidentals Per Diem By City

Please provide the name of the per diem location.

City	Per Diem Rate	# of Participants	# of Days	Per Diem Cost		
City 1				\$ -	\$ -	-
City 2				\$ -	\$ -	-
City 3				\$ -	\$ -	-
Insert or delete lines as needed				\$ -	\$ -	-

Institute Textbooks and Materials

Use this line item for required readings, etc.

Item	Item Cost	# of Participants	Materials Cost		
Book 1			\$ -	\$ -	-
Other 1			\$ -	\$ -	-
Insert or delete lines as needed			\$ -	\$ -	-

Book and Cultural Allowance

Participants should each receive \$600 to purchase U.S. studies books and materials in their area of interest. These funds can also be used to cover admissions to cultural events of personal interest. These funds are not to be used to cover mandatory program activities or materials.

Item	Item Cost	# of Participants	Allowance Cost		
Allowance	\$ 600		\$ -	\$ -	-

Participant Admissions

Use this line item for cultural activities planned for the group as part of the institute program, either during the academic residency or the study tour.

Activity	Cost per Person	# of Participants	Activity Cost		
Activity 1			\$ -	\$ -	-
Activity 2			\$ -	\$ -	-
Activity 3			\$ -	\$ -	-
Insert or delete lines as needed			\$ -	\$ -	-

<p>A maximum of \$450 per participant to cover costs of shipping program related books and materials.</p>	Farewell Materials		Such as Certificates of Participation.				
		Item	Cost per Person	# of Participants	Item Cost		
		Item 1			\$ -	\$ -	
		Item 2			\$ -	\$ -	
	Insert or delete lines as needed				\$ -	\$ -	
<p>OPTIONAL: In the event the recipient institution chooses to mail materials to the participants prior to the program.</p>	Mailing						
		Type	Cost per Person	# of Participants	Cost		
		Mailing and Baggage Allowance			\$ -	\$ -	
		Pre-departure Mailing			\$ -	\$ -	
	Tax Withholding		<p>Some, but not all, organizations require taxes to be withheld on funds provided to participants. If your organization requires this, please include this line item. Please note: All of the amounts listed in the other line items should be the totals after any applicable taxes have been withheld. Please offer details on any withholdings in your budget narrative.</p>				\$ -
Subtotal Per Participant Program Costs					\$ -	\$ -	\$ -
U.S. Domestic Travel							
University Staff/Escort Travel							
<p>Air, Train, Bus, etc.</p>	Mode	Destination	Cost per Person	# of Staff	Cost		
	Mode1	City 1			\$ -	\$ -	
	Mode2	City 2			\$ -	\$ -	
	Mode3	City 3			\$ -	\$ -	
	Insert or delete lines as needed				\$ -	\$ -	
Participant Travel							
<p>Air, Train, Bus, etc.</p>	Mode	Destination	Cost per Person	# of Participants	Cost		
	Mode1	City 1			\$ -	\$ -	
	Mode2	City 2			\$ -	\$ -	
	Mode3	City 3			\$ -	\$ -	
	Insert or delete lines as needed				\$ -	\$ -	
Guest Speaker Travel							
<p>Air, Train, Bus, etc.</p>	Mode	City of Origin	Speaker Name				
	Mode1	City 1	Speaker 1			\$ -	
	Mode2	City 2	Speaker 2			\$ -	
	Mode3	City 3	Speaker 3			\$ -	
	Insert or delete lines as needed					\$ -	
Subtotal U.S. Domestic Travel					\$ -	\$ -	\$ -
TOTAL PROGRAM COSTS					\$ -	\$ -	\$ -
TOTAL COSTS					\$ -	\$ -	\$ -